

**CONFIDENTIAL**

5 APR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
5 April 1974

1. Retirement Forecasting: We have completed the first phase of using a multiple regression program to assist retirement forecasting. Next week we will run data for additional career services. On the first run we have been able to fit historical data with a simple regression equation but will have to assess how good a predictor it will be.

25X1A

2. AMA Meeting: [REDACTED] attended the American Management Association meeting in Chicago on management training and development for women managers and administrators, 1-3 April.

STATSPEC

[REDACTED]

25X1A

4. Recruiter Addresses the IEEE: [REDACTED] recruiter, addressed the IEEE (Institute of Electrical and Electronic Engineers) Chapter at the University of Denver. A number of students expressed interest, and [REDACTED] is arranging for interviews.

25X1A

25X1A

5. Position Management:

a. The supergrade survey proceeded during the week. The descriptions for DDI and DDO supergrades have been completed, and the major part of the DDS&T and some DDM&S descriptions have been prepared.

25X1A

b. [REDACTED] left on a field survey of [REDACTED] and Central America stations this week.

25X1A

c. [REDACTED] began a detail to the Civil Service Commission this week to work on the private industry/ Government pay comparability study.

25X1A

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6. APP: Discussions were held on the draft of the revisions for FY 1975 APP format.

25X1A 7. Conference: [REDACTED] our Co-op Coordinator, attended the Southeastern Regional Conference on Cooperative Education at Raleigh. There was an all-time high attendance record of 281 participants.

25X1A 8. Suggestion Awards Planning Group Meeting: [REDACTED] the Executive Secretary, CIA Suggestions Awards Committee, attended a meeting of the Planning Group, National Capital Chapter, National Association of Suggestion Systems, on 4 April 1974 to develop a program for the annual one-day seminar in the Washington, D. C. area scheduled for 11 June 1974. The Planning Group consists of Richard P. Brengel, Director, Office of Incentive Systems, U. S. Civil Service Commission; Frank Stafford, Department of the Army; and [REDACTED] of CIA.

9. Suggestion Awards: The Chairman, Suggestion Awards Committee, approved 13 Minimal Awards -- 12 cash awards totaling \$445, and one Certificate of Appreciation.

DDM&S - 3 cash awards totaling \$100 and one Certificate of Appreciation

DDI - 3 awards totaling \$125

DDS&T - 4 awards totaling \$135

DDO - 2 awards totaling \$ 85

25X1A 10. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

25X1A [REDACTED] -- Office of Training -- Independent Contractor -- one-year extension.

25X1A [REDACTED] -- Office of Training -- one-time service -- one lecture.

25X1A [REDACTED] -- Office of Training -- one-time service -- two lectures.

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Also, the following retired annuitant was terminated:

25X1A

 -- Office of Medical Services --  
Contract Employee.

11. Savings Bonds Rally: Twelve employees from the Agency attended the Savings Bonds Rally at the Interdepartmental Auditorium on 4 April.

12. Blood Donors: There were 133 pints of blood donated by Agency employees on 2 April 1973.

13. Summer Only Program: Security has completed its work on all but a few of the summer only applicants on whom we requested clearances.

Coming Events

1. Complete redrafting proposed guidance for PASG implementation.
2. Conduct symposium on Personnel Practices Survey.
3. Continue developmental work with manpower flow model and multiple regression estimation of retirement.
4. Continue to work on revised APP forms and begin work on PDP format to include the extension of its provisions through Grade GS-09.
5. Religious services will be held on 12 April, Good Friday, in the auditorium.

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F. W. M. Janney  
Director of Personnel

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